

SPECIAL LITTER GRANT

2017 - 2020

Application Manual

Prepared by:



Highway Beautification Office
Environmental Division
James K. Polk Building, 4th Floor
505 Deaderick Street
Nashville, Tennessee 37243-0333

Overview

In an effort to augment its statewide Litter Grant program, the Tennessee Department of Transportation is now accepting applications for \$1.5 million of additional competitive grant funding for community based special litter projects. Each winning application may be awarded between \$20,000 and \$200,000 in funding; and does not require a local match. This opportunity is for a reimbursement grant which requires quarterly invoicing and performance reporting. Grant recipients will be awarded a two year contract to complete projects. The Department invites any local government or non-profit community organization to submit an application to the Environmental Division's Highway Beautification Office by Wednesday, January 31, 2018.

Purpose of the Grant

The Special Litter Grant is being offered to support community based litter cleanup, abatement and recycling programs. The Highway Beautification Office is additionally excited to offer Special Litter Grant funding in an effort to identify and collaborate with new local partners on litter prevention projects. Regional, non-profit and civic organizations, as well as county and municipal governments are encouraged to apply. Funding can serve as a supplement to current. Landscaping, road-scaping or similar community beautification activities will not be funded.

Funding History

Litter prevention and pickup efforts are critical to keeping our roads safe and maintaining the scenic beauty of Tennessee. Annually, TDOT spends approximately \$15 million on litter prevention programs and maintenance contracts that require litter removal before right-of-way mowing.

In 1981, the soft drink and malt beverage industries took a comprehensive, proactive approach to prevent their bottles and other trash from becoming litter along Tennessee roadways. As good corporate citizens, the industry lobbied to establish a tax on their products to help fund litter prevention in Tennessee. Thanks to the soft drink and malt beverage industries, litter funds are generated through a tax on the production of soft drinks and malt beverages.

Projects awarded during the initial round of Special Litter Grant funding in 2013 are included as Attachment 5 in this grant manual.

Grant Program Requirements

Proposals may be submitted for, but are not limited to, the following programs and projects:

- Litter and tarp law enforcement activities
- Multi-jurisdictional partnerships
- Student litter education programs
- Waste tire collections
- Adopt-A-Street programs
- Illegal dumping or junk car cleanup projects
- Activities connecting litter prevention to local water quality

- Litter free or recycling public events
- Local efforts incorporating TDOT's new litter prevention campaign, "Nobody Trashes Tennessee"

Applicants should be prepared to proceed with the project as soon as a fully executed grant is received. A pre-award and post-award training webinar is required of all applicants. Please contact Michael McClanahan or Denise Baker for more information.

Application Requirements

A completed application must include an organizational signature page, project budget, and project narrative. Please refer to the application checklist below.

- Signed organizational signature page
 - If a government organization, please include an authorizing resolution
 - If a non-profit, please include letters or a certificate confirming 501 status
- Completed project budget
- Organized project narrative
 - Supplemental documents explaining community need

(Attachment 1) identifying the type of organization applying for funding. A point of contact and signature must also be included on the page. Government entities should include a resolution from their legislative body authorizing the grant. Non-profits must include letters or a certificate showing their 501 status. In the project narrative, please discuss if the organization has any current activities or programs related to litter and solid waste control and community beautification. Experience with Litter Grant funding is not a prerequisite to being awarded a Special Litter Grant.

Applicants should also include a total project budget on the budget worksheet page (Attachment 2.) A note should be included in the project narrative if a majority of funding will be needed in one fiscal year or the other. This grant opportunity does not require a local match. Please note in the project narrative if additional funds or donations are expected.

In the project narrative (Attachment 3), describe the proposed project to be funded with the Special Litter Grant funds. Include the purpose of the project or program and an explanation of community's need, project staff, project time frame, geographic area covered, estimated number of participants, project timing, anticipated short and long term goals and results, and equipment and materials needed. If a project involved TDOT's "Nobody Trashes Tennessee" litter prevention campaign, please note the branding guidelines (Attachment 6) listed in this packet.

Also in the project narrative, note how grant accomplishments and successes are to be measured. If the project includes actual litter pickup, how will recipient measure the amount collected? Be sure to include any supplemental documents, press clippings, etc. which demonstrate the need for the project.

Viewing a pre-award training webinar is required for a completed application. The webinar will be available through the Highway Beautification Office website by Wednesday, December 13, 2017. Please contact Michael McClanahan or Denise Baker for more information.

Additional application points will be awarded for projects that:

- Have a multi-jurisdictional partnership
- Connection between litter prevention and a local waterway or water quality
- Have a litter and tarp law enforcement component

Deadline to Submit

One completed Special Litter Grant application with signature page (Attachment 1), budget worksheet (Attachment 2), and project narratives (Attachment 3) are due to the Highway Beautification Office by Wednesday, January 31, 2018. Incomplete applications, or applications received after 4:30 p.m. CST on January 31, 2018 will be returned to the applicant without review.

The Highway Beautification Office encourages the electronic submittal of applications in a PDF format to Michael.mcclanahan@tn.gov. Paper applications are accepted by mailing to the address below:

Tennessee Department of Transportation
Highway Beautification Office
James K. Polk Building, Suite 400
505 Deaderick Street
Nashville, Tennessee 37243

Timeline of Funding

Grant opportunity announced.....	Monday, November 6, 2017
Training webinar available online.....	Wednesday, December 13, 2017
Applications are due to TDOT.....	Wednesday, January 31, 2018
Grant awarded.....	Thursday, March 1, 2018
Signed contract due to TDOT.....	Monday, April 16, 2018
Training webinar.....	Tuesday, May 1, 2018
Final executed contract back to grantee.....	Friday, June 15, 2018
Grant term begins.....	Sunday, July 1, 2018
First quarterly invoice and performance report due.....	Monday, October 1, 2018
End of grant term.....	Wednesday, July 1, 2020

Selection Criteria

Applications will first be reviewed for completeness. Upon receipt of a complete signature page, budget worksheet and project narrative, a team of reviewers will evaluate and score each application using a scoring matrix provided (Attachment 4.) Weighted scores for each question will be assigned by each rater. Applicants receiving the highest average score will be recommended for funding to the extent that funding is available. Further consideration may also be given to projects that provide a service to an underserved area or demographic, are distributed geographically, may be replicated statewide, and reach a broader, more long-term audience.

All applications will be scored based on the following criteria and weightings:

Criteria & Weightings

Project narrative	40 points
Potential project benefits	30 points
Sustainability & budget	20 points
Community need & priority	10 points
Total	100 points

Grant Monitoring

In addition to submitting quarterly invoicing, supplemental financial documents and performance reports, grant recipients should be prepared to host a monitoring site visit with Highway Beautification Office staff members upon request. The site visit is intended for staff to document the role and impact of grant funding, as well as compliance with Title VI and other federal and state regulatory programs. Visits are pre-scheduled at times convenient for both the grant recipient and TDOT staff. Findings from site visits are shared with the recipient and TDOT External Audit.

Point of Contact

Communications regarding this grant opportunity, and the application and award process (including all regular mail, express mail, electronic mail, etc.) should be addressed to:

Tennessee Department of Transportation
Highway Beautification Office
James K. Polk Building, Suite 400
505 Deaderick Street
Nashville, Tennessee 37243

All general, technical and administrative questions:

Michael McClanahan, Transportation Manager 1
(615) 741-0803
Michael.mcclanahan@tn.gov

Denise Baker, Transportation Program Supervisor
(615) 741-7015
Denise.baker@tn.gov

Frequently Asked Questions

1. What is the method for submitting an invoice?

Invoices must be submitted quarterly via email to TDOT.HBO.Invoices@tn.gov. Staff will provide a 'received' confirmation reply to the grant recipient and begin processing the invoice. Payment should be received via electronic funds transfer within 45 days.

2. When can I request reimbursement for expenses relative to the grant project?

Quarterly. Grant recipients are required to submit a quarterly performance report and invoice to TDOT for all expenses incurred. Each charge should be accompanied in the invoice with the appropriate supplemental documentation, (i.e. employee time sheet, receipts, invoices, etc.) Unallowable costs, or those outside of the contract scope, will not be reimbursed.

3. What method is used for grant project expense funding?

Payment of project expenses is on a reimbursement basis. The grantee must receive approval and make initial payments for materials or services purchased and then submit an invoice, supplemental documentation (receipts, etc.), and a performance report quarterly to TDOT. Please contact a Highway Beautification Office staff member if you have any questions.

4. When can the grant project begin?

Projects begin after the grantee is notified by TDOT that the grant contract has been fully executed. The grantee will receive an electronic copy of the fully executed contract. Any materials or services received or purchased prior to the date of the fully executed contract will not be reimbursed.

5. Do I have to follow a bidding process?

Yes. The grant contract requires all Grantees to follow a competitive bidding process compliant with any state and local purchasing policies.

6. How long will I have to complete the grant project?

All Special Litter Grants are issued with a contract term of two years, with a deadline of June 30, 2020. Grantees must be precise when submitting quarterly invoices and performance reports for reimbursement. Additionally, applicants should provide a timeline and allow for contingencies when major project work is to be completed.

7. What are the grantee's responsibilities for the project after the grant is paid in full?

All records relating to the grant should be kept for a minimum of three years after the end date of the contract.

8. Can applicants that have previously received Litter Grant or Special Litter Grant funding apply again?

Yes. Any county government, municipality, non-for-profit or civic organization is encouraged to apply.

9. Can capital purchases be made with Special Litter Grant funding?

No. The grant allows for up to \$4,999.99 to be spent on trailers or other equipment directly related and used solely for litter prevention activities. Litter Grant does not track the depreciation of assets, nor does it pay for the purchase of vehicles which could be used for non-cleanup related activities. Vehicles must be donated, or purchased locally outside of the grant.

10. Can supplemental documents be submitted to strengthen our grant application?

Yes. Supplemental documents will be accepted, but only to the extent that they support the narrative information provided within the application. Excess documentation can be

cumbersome to evaluate and may detract from the reviewers' ability to make good decisions concerning projects.

11. When will training webinars be available?

A mandatory pre-application webinar will be available through the Highway Beautification Office webpage at <https://www.tn.gov/tdot/topic/environmental-highway-beautification-office>. The webinar will not be made available until December 13, 2017. For more information please contact Michael McClanahan or Denise Baker.

12. When a grant is awarded, what are my Title VI responsibilities?

When applying for this grant, the applicant must complete a Title VI Pre-Audit Survey CN-1448. A copy of that form is located in this grant manual. Read more about the Department's Title VI information at this web link: <https://www.tn.gov/tdot/topic/title6>. If an applying organization does have a Title VI program, TDOT has various resources that may assist in the administration of the program and the grant.

13. If I have a question, who can I contact during the grant application phase?

The point of contact for this Special Litter Grant program is TDOT's Environmental Outreach Programs Manager Michael McClanahan. He may be reached at (615) 741-0803 or Michael.mcclanahan@tn.gov. Additionally, Transportation Program Supervisor Denise Baker may be reached at (615) 741-7015 or Denise.baker@tn.gov.

14. What types of education and outreach materials will not be funded?

In the interest of reducing roadside litter, including future waste, this grant will not fund the purchase of many traditional "giveaway" items. This includes, but is not limited to: yo-yos, Frisbees, book covers, toys, kitchen utensils, Slinkys, key chains, zipper pulls, stickers, tattoos, piggy banks, pencils and pens, crayons, tote bags, letter openers, and hand fans. Giveaway items should be useful to the recipient and compliment a cleanup or other event. Additionally, gift cards will not be reimbursed as any part of the grant.

Organization Signature Page

1. Project Name: _____

2. Applicant Information:

Organization Name: _____

Organization Name FEIN#

Address: _____

Street City State Zip TN County

3. Type of Organization:

_____ County Government _____ Municipal Government _____ Planning Region

_____ Other (Please Specify): _____ _____ Civic Organization _____ Not-For-Profit

*Government organizations please include a resolution authorizing the grant application.

3a. Not-For-Profit Organizations:

Chartered in Tennessee? _____ Date of Charter _____ IRS Classification _____

If applicable, please attach a copy of approval letters from charter or 501(c)(3) exemption.

4. Contact Person:

Please provide the name and contact information of the person responsible for all grant activities (i.e. bidding and purchasing.)

_____	_____	_____	_____	_____
Name	Email			Title
_____	_____	_____	_____	_____
Street	City	State	Zip	Phone

5. Certification:

I certify under penalty of law that this document and all attachments were prepared by me, or under my direction or supervision. The submitted information is to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment. As specified in T.C.A. § 39-16-702(a)(4), this declaration is made under penalty of perjury.

Signature of Authorized Representative_____
Title_____
Printed Name_____
Date_____
Email Address_____
Phone Number

GRANT BUDGET LINE-ITEM DETAIL:

GRANT BUDGET				
Special Litter Grant				
The Grant Budget line-item amounts below shall be applicable only to expense incurred during the following Applicable Period: BEGIN: July 1, 2018 END: June 30, 2020				
POLICY 03 Object Line-item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY ¹	GRANT CONTRACT	GRANTEE PARTICIPATION	TOTAL PROJECT
1. 2	Salaries, Benefits & Taxes	0.00	0.00	0.00
4, 15	Professional Fee, Grant & Award ²	0.00	0.00	0.00
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications	0.00	0.00	0.00
11. 12	Travel, Conferences & Meetings	0.00	0.00	0.00
13	Interest ²	0.00	0.00	0.00
14	Insurance	0.00	0.00	0.00
16	Specific Assistance To Individuals	0.00	0.00	0.00
17	Depreciation ²	0.00	0.00	0.00
18	Other Non-Personnel ²	0.00	0.00	0.00
20	Capital Purchase ²	0.00	0.00	0.00
22	Indirect Cost	0.00	0.00	0.00
24	In-Kind Expense	0.00	0.00	0.00
25	GRAND TOTAL	0.00	0.00	0.00

¹ Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Sub recipients of Federal and State Grant Monies, Appendix A.* (posted on the Internet at: <http://www.state.tn.us/finance/act/documents/policy3.pdf>).

² Applicable detail follows this page if line-item is funded.

GRANT BUDGET LINE-ITEM DETAIL:

PROFESSIONAL FEE, GRANT & AWARD	AMOUNT
Education expenses to be determined throughout the grant period, to include education efforts for Students, Public, Media, Business and Government Education.	Amount
TOTAL	Amount

Project Narrative

Prepare an organized narrative addressing the four subjects below:

- I. Project Description – 40 points
 - a. Describe your locality's previous and current efforts at solid waste control, litter reduction and community beautification. Explain the project and how it fits into these efforts.
 - b. How long will the project take to complete, and what are short and long term goals?
 - c. List the supplies and materials needed for the project. Please include those that will be purchased through the grant and those which are provided separately.
 - d. How many community partners will be participating in the project? Please list each organization, their role, and the resources they are adding to the project.

- II. Potential Project Benefits – 30 Points
 - a. Describe how and when the success of the project will be determined.
 - b. Which measurements accurately describe the project's performance?
 - c. Is a roadside litter pickup part of the project? If so, please provide the duration or timeline of cleanups and a map of roadside mileage. How will the amount of litter picked up be weighed or measured?

- III. Sustainability & Funding – 20 Points
 - a. Discuss timing of the project. Will the project be implemented each quarter unevenly, or throughout the two year contract period?
 - b. Explain if the project can be continued after the two year grant period.
 - c. Can your project be replicated in other communities with a similar need?
 - d. List all known donations associated with the project.
 - e. Does the organization have prior experience with Litter Grant funding? This is not a prerequisite.
 - f. Describe the funding source for expenses related to the Special Litter Grant (i.e. General Fund, Solid Waste Fund.) Will grant expenses be included in the organization's FY19 budget?

- IV. Community Need & Priority – 10 Points
 - a. Describe the geographic area being serviced by the project. How many residents or users will be impacted?
 - b. Explain the community's need for the project. Please add any additional documents, (pictures, news articles, meeting minutes, etc.) demonstrating such a need.

- V. Bonus Points
 - a. Bonus points available: Will other governmental jurisdictions partner on the project?
 - b. Bonus points available: Does the project have a clear connection between litter prevention and a local waterway or water quality?
 - c. Bonus points available: Does the project have a litter prevention public education focus, or connect to TDOT's "Nobody Trashes Tennessee" campaign?

Scoring Matrix

Application: _____ **Reviewer:** _____ **Total Score:** _____

I. Project Description – 40 Points Maximum

<u>25-40 Points</u>	<u>11-24 Points</u>	<u>0-10 Points</u>	<u>Score</u>
<ul style="list-style-type: none"> Project is an innovative and creative solution to meet community needs. It addresses glaring community issues supported by supplemental documentation and complimenting existing efforts Project has a long-term impact and contributes directly to litter reduction Multiple community partners are listed in the application Detailed list of partners, equipment, supplies and other resources needed to accomplish the project 	<ul style="list-style-type: none"> Project addresses a community need, but is not connected to prior efforts Some short and long term goals are developed, with some limited measurable performance indicators Some local partners and supplies have been identified, but information, (pricing, roles, etc.) is not clear 	<ul style="list-style-type: none"> Project does not address a clearly stated community need Project is not directly connected to litter reduction No long or short term goals Few or no local partners and materials are listed on the application 	

II. Potential Project Benefits – 30 Points Maximum

<u>20-30 Points</u>	<u>10-19 Points</u>	<u>0-9 Points</u>	<u>Score</u>
<ul style="list-style-type: none"> Application describes when the project will be completed and state and local benefits Measureable performance indicators are cited, connecting the project to litter reduction 	<ul style="list-style-type: none"> Application lists local benefits No measureable performance indicators are cited 	<ul style="list-style-type: none"> Project completion and performance reporting is not mentioned in the application 	

III. Sustainability & Funding – 20 Points Maximum

<u>12-20 Points</u>	<u>7-11 Points</u>	<u>0-6 Points</u>	<u>Score</u>
<ul style="list-style-type: none"> • Ability to complete the project and comply with all program requirements • Project scope is completed within a two year period and is easily replicated in other communities 	<ul style="list-style-type: none"> • Project will likely be completed on time with accurate performance and financial reporting • Project scope is not clearly defined, but likely achievable in two years 	<ul style="list-style-type: none"> • Project is not likely to be completed on time. Invoices and performance reporting are not likely submitted each quarter • Project scope is not organized and unlikely to be completed in a two year period 	

IV. Community Need & Priority – 10 Points Maximum

<u>7-10 Points</u>	<u>4-6 Points</u>	<u>0-3 Points</u>	<u>Score</u>
<ul style="list-style-type: none"> • Project has widespread direct environmental impact and benefits a large population 	<ul style="list-style-type: none"> • Project has narrow direct environmental impact, benefiting a limited population 	<ul style="list-style-type: none"> • Project has little to no direct environmental impact 	

V. Bonus Points

<u>Topic</u>	
Multi-Jurisdictional Partnerships	
Water Quality Connection	
Litter & Tarp Law Enforcement	
Total Bonus Points	

FY13 – FY16 Projects Previously Funded

Organization	Grant Amount	Project
Anderson County	\$25,719	Cleanup nuisance illegal dumpsites; create educational PSA and website
City of Cleveland	\$55,000	Clean & Green Cleveland Campaign – educate and mobilize residents on waste reduction, litter abatement and recycling
Cocke County	\$91,894	Cleanup nuisance illegal dumpsites; create educational program with PSAs; expand recycling in schools
Council of American Roots Music	\$100,000	Hippie Jack's Recycling & Litter Prevention Program – cleanup and education with national press coverage
City of Franklin	\$55,000	Get in the Habit Franklin – expands existing recycling program including public relations campaign; Harpeth River cleanup with community involvement
Keep Bristol Beautiful	\$25,000	Mobile classroom featuring litter education and recycling to be used by five Keep America Beautiful affiliates in Northeast TN
Keep Knoxville Beautiful	\$85,000	America Recycles and You Can Too! Campaign – community involvement program related to America Recycles Day
City of Lebanon	\$60,000	Think Green Think Clean – recycling program in Lebanon Special School District; develop a website for the recycling program; develop an interactive, educational game about litter, recycling and environmental issues
Living Lands & Waters	\$100,000	Cleanup of McKellar Lake / Mississippi River area in Memphis
McNairy & Chester Counties	\$40,000	Partnership between 2 counties for a recycling program and education initiative
Memphis City Beautiful	\$25,000	Litter free School Zone campaign to engage students, parents and officials within a 1 mile zone around their schools
Metro Nashville Beautiful	\$100,000	Littering is Wrong Too! – education outreach based on national Keep America Beautiful campaign
Nashville Metropolitan Transit Authority	\$50,000	Adopt-A-MTA bus stop litter reduction and prevention program
Scenic Tennessee, Inc.	\$100,000	Tennessee Speed Cleanups – accelerated litter pickups that are videotaped and set to music, then publicized through online social media
City of Gallatin	\$70,000	'Go Green Gallatin' – expand community cleanup, litter control and recycling program with a public education and outreach campaign
University of Tennessee	\$90,000	Knox County specific litter study and targeted education program
Total	\$1,072,613	16 Projects

PRIMARY LOGO

Together, the Logo, Roadline, and Signoff create the NOBODY TRASHES TENNESSEE Primary Logo. The Primary Logo represents the most significant element of corporate identity and should be used on all aspects of branded communication. The Primary Logo should never be altered, tilted, distorted, manipulated, or disassembled on any application.



Please provide Laura.D.Williams@tn.gov with proofs of all items using the Nobody Trashes Tennessee logo for approval before beginning production.

ALTERNATE LOGOS

For applications where the Primary Logo would not be legible, or if printing restrictions do not allow, an Alternate Logo can be used.

REVERSE PRIMARY LOGO



Please provide Laura.D.Williams@tn.gov with proofs of all items using the Nobody Trashes Tennessee logo for approval before beginning production.

ONE-COLOR LOGOS

For applications where the Primary Logo or Alternate Logos would not be legible, or if printing restrictions do not allow, a One-Color Logo can be used.

BLUE LOGO**BLACK LOGO****WHITE LOGO**

Please provide Laura.D.Williams@tn.gov with proofs of all items using the Nobody Trashes Tennessee logo for approval before beginning production.

LOGO WITHOUT SIGNOFF

While in some instances the Signoff can be omitted, the Roadline may never be separated from the Logo.



Please provide Laura.D.Williams@tn.gov with proofs of all items using the Nobody Trashes Tennessee logo for approval before beginning production.

LOGO CLEAR ZONES

The following is the clear zone rule for the Primary Logo. In order to gain maximum visibility, the Primary Logo should always appear with a minimum area of clear space around it. This area should be free of any type or graphic element. The minimum clear space is defined as the width of the "N" in the Logo. This clear zone should be maintained as the Logo is proportionally enlarged or reduced in size. This rule applies to all versions of the NOBODY TRASHES TENNESSEE Logo on all mediums.



APPROVED BRAND COLORS

PMS 288

C: 100%	R: 0
M: 88%	G: 45
Y: 27 %	B: 115
K: 10%	

#002d73

PMS 1795

C: 0%	R: 217
M: 98%	G: 39
Y: 93%	B: 46
K: 1%	

#d9272e

Please provide Laura.D.Williams@tn.gov with proofs of all items using the Nobody Trashes Tennessee logo for approval before beginning production.

LOGO MISUSE

The integrity of the Logo should be respected at all times, in all places. Please do not stretch, alter, augment, or distort its form. See below for examples of what not to do.



Never shrink the Logo



Never stretch or distort the Logo



Never crop or block the Logo



Never make the Logo text lowercase



Never change the color of the Logo



Never add anything to the Logo



Never change the "Tennessee" in the logo or localize



Never add a "Paid For" or any other line to the logo

Please provide Laura.D.Williams@tn.gov with proofs of all items using the Nobody Trashes Tennessee logo for approval before beginning production.